

CITY OF FORT LAUDERDALE

BUILDING DEPARTMENT  
700 NW 19<sup>TH</sup> AVENUE  
FORT LAUDERDALE, FL 33311  
(954) 828-6520

**FORMS NEEDED FOR ROOF PERMIT**

**\*\*\*USE BLACK INK ONLY ON ALL FORMS\*\*\***

**OWNER BUILDER MAY DO SHINGLE RE-ROOF ONLY**

- Permit Application
- Owner Builder Affidavit – if owner is acting as contractor (owner must provide proof of residency at job address and this affidavit must be signed by a Notary Public **at the Building Department**)
- 2 original recorded Notices of Commencement if the job cost is over \$2,500.00 (filed at Broward County Governmental Center, Room 114, 115 South Andrews Ave , Fort Lauderdale, FL)
- 2 completed roofing packets
- 2 copies of Miami-Dade Notice of Acceptance (product approvals) obtained from point of purchase (please circle appropriate information in stead of highlighting)

**Re-roofs (single-family residences) require:**

- 2 Water Barrier/Sheathing Renailing Affidavits (complete owner and job address information only at time of submission – remainder of form to be complete and placed on the job site by final inspection)

Single-family residences with an assessed value of \$300,000 or more require:

- 1 copy of the Broward County Property Appraiser's assessed valuation of the building (see attached sample) available at [www.bcpa.net](http://www.bcpa.net)
- 2 Roof to Wall Connection Affidavits (complete owner and job address information only at time of submission – remainder of form to be completed and placed on the job site by final inspections)

**Re-roofs (other than single-family residences) require:**

- Yellow copy of the Statement of Responsibilities Regarding Asbestos form from Broward County Development and Regulation Division (DER) - see attached sample

**For lightweight concrete installation, use Lightweight Concrete Installation Packet**